

# MARYLAND CENTER for SCHOOL SAFETY

## Weekly Tabletop Exercises

Date:

Facilitator:

Participants:

Which part of your Emergency Plan are you reviewing:

**Scenario:** A student runs into an adjacent classroom, visibly upset. After a few minutes of crying and stammering, the student is finally able to articulate that the teacher in her classroom has fallen over and has not gotten back up. The teacher calls the main office and requests that the principal meet her in the classroom across the hall immediately.

After removing the students from the classroom and relocating them to the cafeteria, the principal immediately starts to perform CPR. 911 is called, and once they arrive they determine that the teacher has passed away from what appears to be a heart attack. The teacher is removed from the school via ambulance.

BEFORE	DESCRIBE MAJOR DETAILS ABOUT THE INCIDENT
What are the initial actions?	
Who is involved?	
Who is affected?	
Who is responsible for responding to the situation?	



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DURING	DESCRIBE MAJOR DETAILS ABOUT THE INCIDENT
What additional problems does this cause?	
Is the situation escalating or de-escalating?	
What information do you need?	
Who else needs to know? How will you deliver this information?	

AFTER-ACTION	DISCUSS IMPORTANT DETAILS ABOUT THE INCIDENT
What was the plan?	
What were the strengths? Weaknesses?	
What was learned?	
How do you improve?	

**RESOURCES** >

Visit [ShoolSafety.maryland.gov](https://schoolsafety.maryland.gov), go to "Resources", then "Training"



**CONTACT INFO** >

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